



Society Promoting Environmental Conservation

Practical Solutions for Sustainable Cities

BOARD PRESIDENT

ABOUT SPEC

The Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that addresses urban sustainability challenges in Vancouver and the Lower Mainland. Through education, training, research, and advocacy we develop solutions for individuals and organizations in the areas of resilient food systems, waste reduction, renewable energy and sustainable transportation. SPEC has an elected and working Board of Directors and a dedicated team of staff and volunteers to develop and run programs. Here are some links that can be of interest:

[Mission, Vision and Values](#)

[Strategic Plan 2018-2023](#)

[History](#)

[Latest Annual Report](#)

POSITION DESCRIPTION

The Board President provides leadership and direction to the organization's Board of Directors, ensuring the Board fulfills its governance responsibilities. The President will work in close partnership with the Vice President and the Finances and Operations Manager to advance SPEC's mission, cultivate its vision, and ensure its long-term sustainability. This position requires a commitment to the organization's goals and values, strategic thinking, and the ability to motivate and guide board members.

RESPONSIBILITIES AND DELIVERABLES

1. Leadership & Governance

- Lead the Board of Directors in executing its governance role, ensuring that it meets all legal, ethical, and fiduciary responsibilities.
- Facilitate all board meetings, setting the agenda in collaboration with the Executive Team and other board members, ensuring productive discussions and decisions.
- Attend and chair weekly executive team meetings, to provide strategic support to SPEC's operational team, ensuring alignment between the board's direction and day-to-day operations.
- Foster a positive and collaborative board and organization culture, encouraging participation, professional development, and succession planning.
- Lead the organization in updating its Strategic Plan.

2. Financial Oversight

- Work with the Finances and Operations Manager, the Treasurer, and the rest of the board to oversee the financial health of SPEC, ensuring sound fiscal management, sustainability, and transparency.
- Collaborate with the Finances and Operations Manager and the Treasurer and to review budgets, financial reports, and audits, providing guidance as needed.

3. Board Development & Effectiveness

- Conduct regular board assessments to evaluate effectiveness, providing training or guidance to improve performance.
- Mentor and support board members, ensuring their active participation and engagement with SPEC's mission and governance responsibilities.

4. External Representation & Advocacy

- Act as a spokesperson for the organization's board, representing SPEC in public forums, with key stakeholders, and in fundraising efforts.
- Develop and maintain strong relationships with donors, community leaders, and other organizations to promote partnerships and enhance SPEC's visibility.

QUALIFICATIONS

1. Passion for SPEC's mission and the ability to articulate the organization's vision to others.
2. Proven leadership experience, ideally in a governance or nonprofit setting.
3. Strong understanding of nonprofit governance, financial oversight, and board operations.
4. Strong strategic thinking and planning skills, with the ability to guide the organization's long-term vision and operational goals.
5. Excellent communication, collaboration, and facilitation skills; the ability to work with diverse groups of stakeholders.
6. Commitment to diversity, equity, and inclusion in all organizational activities.
7. Fund development and finance experience is highly desirable.
8. Connections to the Vancouver community which could be leveraged to help SPEC succeed are desirable

With a desire to develop a board that reflects the community we serve, we encourage applications from all qualified candidates, including Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others.

TIME COMMITMENT

- The Board President is expected to serve a two-year term, with eligibility for re-election.
- We estimate an average of 20 hours/month are required for the position. This includes meeting times, emailing, outreach and planning work.
- Availability for special events, strategic planning sessions, and donor cultivation meetings.

CONTACT

Please send a resume and cover letter describing why you are interested in the position to Ashleen Montgomery, SPEC Finance and Operations Manager at admin@spec.bc.ca, by **Friday, March 21th, 2025**.

SPEC conducts our work on the unceded lands of Coast Salish peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations, who have stewarded these lands and waters since time out of mind. We continually work to recognize the ways in which we individually and as an organization uphold or oppose colonial systems of oppression and how we can do better. With respect, we understand that Indigenous rights and environmental stewardship are inextricably linked.